

The Department of Social Services Anticipated Job Opportunity Social Work Supervisor

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: November 2, 2006

Closing Date: November 16, 2006

The Department of Social Services is currently accepting applications for one (1) Social Work Supervisor position located in our Hartford Office in the Division of Aging, Community & Social Work Services.

Position: Social Work Supervisor (Position No. 33946)

Open to: State Employees

Bargaining Unit: Social and Human Services (P-2)

Location: 3580 Main Street, Hartford, CT

Salary Range: \$61,858.00 - \$76,410 Annually (SH-24)

PURPOSE OF CLASS:

Accountable for supervising social work staff in the provision of direct social casework services to clients.

SUPERVISION RECEIVED:

Receives general direction from an employee of higher grade.

SUPERVISION EXERCISED:

Supervises professional, technical and clerical staff of a social work unit or program.

EXAMPLES OF DUTIES:

Schedules, assigns, oversees & reviews work of staff; provides training & assistance; conducts performance evaluations; determines priorities & plans unit work; establishes & maintains unit procedures; develops or makes recommendations on development of policies & standards; acts as liaison with other operating units, agencies & outside officials regarding unit policies & procedures; prepares reports & correspondence; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant agency policies & procedures; considerable knowledge and understanding of casework principles, methods & techniques; considerable knowledge of factors which influence attitudes & behavior of individuals & families; knowledge of community resources (e.g.: facilities serving social, mental health, medical, educational & legal needs, etc.) & services provided; knowledge of legal basis for departmental programs & requirements; considerable interpersonal skills; considerable oral & written communication skills; ability to interpret complex written material; supervisory ability.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Possession of Master's degree in Social Work or closely related field and two (2) years experience in self-directed use of case management techniques & counseling to sustain or restore client functioning OR a Bachelor's degree in Social Work or a closely related field and three (3) years experience as above, OR a Bachelor's degree and four (4) years experience as above.

Note:

- 1) Closely related fields are: applied sociology; child development; child welfare, clinical psychology, counseling, human development & family relations, human services, marriage & family therapy, nursing, social and/or human services.
- 2) Qualifying experience at this level must include the use of professional interviewing techniques, provision of skilled counseling to an assigned client caseload, assessment of basic client needs (nutritional, financial, environmental, medical, protective service) through continuing personal observation during home visits and intervention & evaluation. Qualifying experience must be at the full working level above the level of Social Worker Trainee.

APPLICATION PROCEDURE:

Applications will be accepted from candidates who have taken the Social Work Supervisor Exam No. 060540 and received a passing score, or from state employees who have attained permanent status in the above title and currently are eligible to be appointed. This position may be filled by a mandatory candidate from Re-employment / SEBAC lists to whom we are obligated to give priority consideration.

Candidates should complete an Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services' Website at:

[www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please forward your completed State of Connecticut Application (PLD-1) on or before November 16, 2006 to:

**Robin Stewart, Human Resources Assistant
25 Sigourney Street – 12th Floor
Hartford, CT 06106
Fax: (860) 951-2979**

An Equal Opportunity / Affirmative Action Employer